



Penshurst Primary School COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

Rationale:

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

Aims:

To ensure that Penshurst Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

Implementation:

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account DEECD policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations. **Reference the school's Duty of Care Policy**
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.

Policy	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School foyer or on request 	2019
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School foyer or on request 	June 2021
Student Engagement & Attendance Policy Student Welfare Policy Student Management Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Student engagement workshops – staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> Student diary (School engagement, attendance and student welfare services) SRC Mentor group meetings 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request Information Guide (in enrolment pack) Parent Information Night 	<ul style="list-style-type: none"> School foyer or on request 	August 2019
Computer & Internet Usage Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual E-learning mtg at start of each year 	<ul style="list-style-type: none"> Enrolment pack Mentor Group meetings ICT Student Leaders Assemblies 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request Enrolment Pack 	<ul style="list-style-type: none"> School foyer or on request 	July 2020 (reviewed/updated yearly)
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff manual Policy manual Meeting at start of each semester to review policy and anaphylactic children 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic children Classroom discussion re food handling issues 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request Parent Information Night Enrolment Information 	<ul style="list-style-type: none"> School foyer or on request 	May 2019 (updated yearly)

	<ul style="list-style-type: none"> • Twice Yearly mandated training program 	<ul style="list-style-type: none"> • Peer Support Leaders meetings 	<ul style="list-style-type: none"> • Individual parent meetings with anaphylactic children 		
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> • Staff manual • Policy manual • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • Information Guide (in enrolment pack) • Parent Information Night • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School foyer or on request 	April 2021
Harassment Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school • Wellbeing Team review of dealing with issues of harassment 	<ul style="list-style-type: none"> • Circle Time • Assemblies • Enrolment pack • Peer Support Program 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • Information Guide (in enrolment pack) • Parent Information Night 	<ul style="list-style-type: none"> • School foyer or on request 	December 2014 (part of annual Wellbeing Review)
CESF	<ul style="list-style-type: none"> • Policy manual 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter 	<ul style="list-style-type: none"> • School foyer or on request 	
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • Staff manual • Policy manual • Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School foyer or on request 	<ul style="list-style-type: none"> • School foyer or on request 	Nov 2018 – annually as part of compliance process (or after a critical incident)

	<ul style="list-style-type: none"> Evacuation Drill/Lockdown – twice per year 				
Uniform	<ul style="list-style-type: none"> Staff Manual Policy manual Staff meetings/briefings 	<ul style="list-style-type: none"> Circle Time Assemblies Enrolment pack 	<ul style="list-style-type: none"> Enrolment Pack School newsletter Information Night 	<ul style="list-style-type: none"> School foyer or on request 	August 2019 – (council annual review)
Sunsmart	<ul style="list-style-type: none"> Staff manual Policy manual Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> Enrolment pack 	<ul style="list-style-type: none"> Enrolment Pack School newsletter 	<ul style="list-style-type: none"> School foyer or on request 	
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> Staff manual Policy manual Staff meetings Local Agreement implementation 		<ul style="list-style-type: none"> School foyer or on request 	<ul style="list-style-type: none"> School foyer or on request 	November 2018(annually)
Raising Concerns and Complaints Policy (In development)	<ul style="list-style-type: none"> Staff manual Policy manual Intranet 		<ul style="list-style-type: none"> Enrolment Pack School newsletter 	<ul style="list-style-type: none"> School foyer or on request 	April 2019

Date Implemented	
Author	
Approved By	
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Principal
Review Date	March 2019
References	DEECD School policy Advisory Guide - Duty of Care